

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OP/BSD	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
PCS CHECKOUT LIST						STATISTICAL	
						NARRATIVE	
						<input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL		TRAINING	ADMIN. GENERAL		
		LOGISTICS		SECURITY	OTHER (specify)		
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
9		Weekly			9		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
List		YES		IF YES GIVE ADP PROCESSING NO.		UNKNOWN	
		<input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
CPB				NONE			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-05	\$ 3.78	4.75		\$17.96	52		\$933.92
GS-14	10.70	.25		2.68	52		139.36
							\$1,073.28
B. COSTS OF COMPUTER PRODUCED REPORTS							
N. A.							
TOTAL COSTS PER YEAR						\$1,073.28	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
The usefulness of this report is doubtful. Each recipient should be required to justify his use and requirement. Origin unknown.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS		<input type="checkbox"/> OTHER (explain)				MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE						260	\$1,073.28
<input checked="" type="checkbox"/> DISCONTINUE							
16. DATE OF INVENTORY		PERSON FURNISHING INFORMATION					
8 October 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150013-7 Chief/Central Processing Branch					